

C-O-N-F-I-D-E-N-T-I-A-L

DDA/REGISTRY

83-3043

REGISTRY

FILE: 70-4

19 August 1983

MEMORANDUM FOR: Chief, Records Management Division/OIS

FROM:

Directorate of Administration
Information Control Officer

SUBJECT: DDA Records at the Agency Records Center

1. During my initial review of the DDA records holdings at the Agency Records, I discovered that the review and processing of the DDA records started during the Records Center records review of 1978 had never been completed. These records were in two groups--those that had been sorted out for permanent retention and those that had been set aside to be destroyed when the disposal moratorium was lifted.

2. The permanent records have now been properly identified and documented in the ARCIN system. The other records consisting of 1 package, 1 document case, and 12 RC boxes, and identified only as 33-00383A are those records that have previously been determined not to have continuing value to the Agency. Please destroy these records and notify the undersigned when this disposition has been effected.

3. I would like to take this opportunity to thank [redacted] of the Records Center staff, who arranged and documented these permanent DDA records. The shelf list alone consisted of 45 pages. Without his diligence and expertise, we could not have completed this important project. There are still more DDA records at the Records Center to be reviewed and we hope that [redacted] will be able to assist us in this endeavor.

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